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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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07/20/2005

Dear Certified Dietitian/Nutritionist:

Enclosed is information required for renewal of your certification, which expires September 30, 2005.

If you have been certified for more than one year, you must submit proof of continuing professional education (CPE) with your application.

    A. CDNs are required to obtain 30 hours of CPE over the past 2 years.
    B. CPE requirements shall be prorated for recently certified CDNs as follows:
- If you have been a CDN for less than 1 year, no proof of CPE is required
- If you have been a CDN for more than 1 year, but less than 2 years, 15 hours are required.

Proof of CPE must be submitted with your completed renewal application and payment. Applications must be postmarked by September 30, 2005.

1. For those who participate in the portfolio plan, do the following:

    A. Complete the enclosed State Licensure *CPE Activities Log* (make copies as needed).
    B. Send the *CPE Activities Log* to CDR at 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995   **Allow 3 weeks for processing.**
    C. CDR will mail a *Registered Dietitian CPE Report Summary* form to your home.
    D. Attach the report summary to your renewal application, along with your payment.

2. For those who do not participate in the portfolio plan, submit a copy of your current CPE hours statement, along with your completed application and payment. CDR can be reached at **1-800-877-1600 ext. 5500.**

3. For those who have been certified less than one year, **no** proof of CPE is required. Simply sign the completed renewal notice, attach payment and **mail by September 30, 2005.**

Please allow adequate time to obtain the needed documentation. Applications that are incomplete and/or postmarked after September 30, 2005 will result in a late fee of $84.00.